



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of Special Education

# DC Public Schools Attendance Intervention Protocol Updated July 2013



DC Public Schools  
Attendance Intervention Protocol

**\*\*Connect-Ed calls to absent students occurs daily ONLY when absence is recorded the same day as absence\*\***

# OF ABSENCES	SCHOOL ACTION	DISTRICT ACTION	LEGAL ACTION
1 & 2 (Total)	a. Teacher calls home <ul style="list-style-type: none"> <li>➢ Teachers should inform Attendance Counselor (AC)/ Designee (AD) of any contact attempted/made with parent and on non-working phone numbers.</li> </ul>	a. **Connect-Ed calls to absent students (occurs daily)**	
3 (Unexcused)	a. AC/AD mails <b>3-Day Unexcused Absences</b> Attendance Notice STARS letter and mails to student's home ( <b>elementary and middle school and educational center students only</b> ).	a. Connect-Ed call from Chancellor	
5 (Total)	a. AC/AD mails <b>5-Day Total Absences</b> Attendance Notice STARS letter and mails to student's home. <ul style="list-style-type: none"> <li>➢ AC/AD submits 5-day letter to nurse to:                             <ul style="list-style-type: none"> <li>✓ Check for the Universal Health Form</li> <li>✓ Contact family</li> <li>✓ Develop Individual Health Plan for students (i.e. Asthma Action Plan)</li> </ul> </li> </ul>		
5 (Unexcused) & MPD Pick-ups	a. AC/AD mails <b>5-Day Unexcused Absences</b> STARS letter to the student's home requesting an attendance <b>conference</b> b. Student is <b>referred to the Student Support Team (SST)</b> c. Determine and document <b>root cause</b> of absences and intervention in STARS <ul style="list-style-type: none"> <li>➢ Student, parent/guardian and appropriate school officials develop <b>Student Attendance Support Plan</b> to connect the family to in-school or community resources and city agencies, and to make recommendations for next steps</li> </ul> **Follow up within 10-days to track student's progress on next steps identified in attendance conference. Follow up with programs/resources identified for support during attendance conference to determine if student/family is participating** d. Home visit must be conducted, if parent is not responsive to meeting request	a. OYE will monitor 5-day meeting compliance rate b. OYE will review root causes to identify common themes in need of system wide action.	
7 (Unexcused)	a. AC/AD mails <b>MPD warning</b> letter		
10 (Total)	a. AC/AD mails <b>10-Day Total Absences</b> STARS letter to the student's home arranging an attendance conference; <ul style="list-style-type: none"> <li>➢ Student, parent/guardian and appropriate school officials meet to develop or modify <b>Student Attendance Support Plan</b> to connect the family to in-school or community resources and city agencies, and to make recommendations for next steps</li> </ul> b. If parent is non-responsive to meeting request, student is referred to SST		



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10 (Unexcused) Student becomes "chronically truant"	<p><b>Elementary and middle schools and educational centers (ages 5 – 13):</b></p> <p>a. If attendance interventions have been executed and documented in STARS,;</p> <ul style="list-style-type: none"> <li>➤ AC/AD will complete CFSA educational neglect referral form and email to <a href="mailto:CFSA.EdNeglect@dc.gov">CFSA.EdNeglect@dc.gov</a> and include Attendance Specialist on email</li> </ul> <p>b. Document referral in STARS adhoc field</p> <p><b>High school students (ages 14 and up):</b></p> <p>c. AC/AD refers student to SST for follow-up. SST meets to review student's progress and revise the Student Attendance Support Plan</p> <p>d. SST will notify administrators of all students reaching 10 unexcused absences</p>	<p>a. OYE will monitor CFSA referral compliance rate</p> <p>b. OYE will notify MPD &amp; OSSE of all students with 10+ unexcused absences</p>	
15 (Unexcused)	<p>a. If all interventions have been executed and documented in DC STARS, AC/AD, in conjunction with their attendance specialist, will refer student/family to court in conjunction with Attendance Specialist (<b>students ages 5-17 only</b>)</p> <p>b. Document submission to OYE in STARS adhoc field</p>	<p>a. OYE will approve and send court referral to OAG/CSS</p> <p>b. OYE will monitor court referral compliance rate</p>	
16+ (Unexcused)	<p>a. Continue to monitor student's progress and modify Student Support Plan</p>		
20* (Unexcused Consecutive)	<p>b. AC/AD mails letter to student's home to notify parent/guardian that the student is eligible to be withdrawn from school</p> <ul style="list-style-type: none"> <li>➤ School must have executed all the above interventions before withdrawal</li> </ul>	<p>a. Attendance Specialists will review list of students that have been withdrawn and will refer dropped students to Student Placement Team</p>	

**Additional Instructions for MPD Drop-offs**

1. Student goes to designated office to sign in
2. AC/AD documents time of entry in adhoc MPD field in STARS
3. AC/AD contacts student's parent/guardian to inform them of MPD pick up
  - a. Print and send STARS MPD Pick Up letter requesting a meeting within 5 days of pick up
4. AC/AD convenes **Attendance Conference** with parent/guardian to develop Student Support Plan